



Office of Environmental Health and Safety
333 South Beaudry Avenue, 20th Floor
Los Angeles, California 90017
Phone: (213) 241-3199
Fax: (213) 241-6816
www.lausd-oehs.org



Safe School Inspection Guidebook

LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

Revised: April 15, 2011

SAFE SCHOOL INSPECTION GUIDEBOOK

TABLE OF CONTENTS

| SECTION | PAGE |
|---|-------------|
| INTRODUCTION | 1 |
| ASBESTOS MANAGEMENT | 2 |
| CAMPUS SECURITY | 4 |
| CHEMICAL SAFETY | 5 |
| CONSTRUCTION SAFETY | 10 |
| EMERGENCY PROCEDURES (SAFE SCHOOL PLAN, VOLUME 2) | 12 |
| FACILITIES AND EQUIPMENT MAINTENANCE | 13 |
| FIRE/LIFE SAFETY | 20 |
| INDOOR ENVIRONMENT | 24 |
| INJURY AND ILLNESS PREVENTION | 27 |
| LEAD MANAGEMENT | 32 |
| MISCELLANEOUS | 33 |
| OFF-SITE RISKS..... | 34 |
| PEST MANAGEMENT | 36 |
| PREVENTION PROGRAMS (SAFE SCHOOL PLAN, VOLUME 1)..... | 40 |
| TRAFFIC AND PEDESTRIAN SAFETY | 38 |
| INDEX | 41 |

Introduction to the Safe School Inspection Guidebook

The education of our children requires that we establish and maintain a learning environment that is safe and health-protective. This effort requires the commitment and active participation of school administrators, plant managers, teachers, parents and central support staff.

Central to this effort is an understanding of the health and safety standards to which schools must comply, periodic assessments of the extent of compliance, and the implementation of corrective actions where appropriate. In 2001, the Office of Environmental Health and Safety (OEHS) initiated routine health and safety inspections in all schools within the Los Angeles Unified School District (LAUSD). The inspections are designed to assess compliance with federal, state and local regulations dealing with school health and safety.

This *Safe School Inspection Guidebook* is a compilation of the safety standards and other regulatory requirements applicable to LAUSD schools. It is divided into 15 subject areas: Asbestos Management, Campus Security, Chemical Safety, Construction Safety, Emergency Procedures (Safe School Plan – Volume 2), Facilities and Equipment Maintenance, Fire/Life Safety, Indoor Environment, Injury and Illness Prevention, Lead Management, Miscellaneous, Off-Site Risks, Pest Management, Prevention Programs (Safe School Plan – Volume 1), and Traffic and Pedestrian Safety. In each of these areas, the *Guidebook* presents a list of standard corrective actions to address any noncompliance with specific regulatory requirements.

In conducting an inspection, OEHS evaluates the extent to which school conditions and operating practices are in compliance with the regulatory standards referenced in this *Guidebook*. Following the inspection, the Site Administrator is provided with a *Corrective Action Notice* indicating actions necessary to achieve compliance. The school is also given a *Health & Safety Compliance Scorecard* which includes a rating of “Good,” “Fair” or “Poor” based on the findings of the inspection.

This *Safe School Inspection Guidebook* and copies of all *Corrective Action Notices* and *Health & Safety Compliance Scorecards* may be found on the OEHS Website at www.lausd-oehs.org under Inspection Results.

ASBESTOS MANAGEMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--|-----------------------------------|--|---|
| Asbestos Management Plan | Availability | Ensure that an Asbestos Management Plan is available to employees, parents and others pursuant to 40 CFR. | HSC § 25915 ; 40 CFR § 763.93 |
| | Current | Confer with Asbestos Technical Unit (ATU) to ensure that the Asbestos Management Plan is current and identifies the location of all asbestos containing material (ACM). For assistance, contact ATU at (213) 745-1450. | HSC § 25915 ; 40 CFR § 763.93 |
| | 3-Year Survey | Ensure a 3-Year Asbestos Survey is conducted by the Asbestos Technical Unit (ATU) and results are included in the school Asbestos Management Plan. For assistance, contact ATU at (213) 745-1450. | HSC § 25915 ; 40 CFR § 763.85 |
| | 6-Month Surveillance | Ensure a 6-Month Visual Surveillance is conducted by the Asbestos Technical Unit (ATU) and results are included in the school Asbestos Management Plan. For assistance, contact ATU at (213) 745-1450. | HSC § 25915 ; 40 CFR § 763.85 |
| Asbestos Work Compliance | Asbestos Work Compliance | Ensure regulatory compliance with asbestos work practices, engineering controls, personal protective equipment, and clearance air monitoring requirements for all releases or abatement activities. | HSC § 25915 ; 40 CFR § 763 ; 8 CCR § 1529 |
| Maintenance of Asbestos Containing Material (ACM) | ACM Condition | Maintain all floors and other surfaces constructed of asbestos containing material (ACM) in good condition to prevent deterioration. | 8 CCR § 5208 |
| | Floor Buffing | Do not burnish or dry-buff floors that may contain asbestos unless there is a sufficient finish to ensure the pad does not contact asbestos containing material (ACM). | 8 CCR § 5208 |
| Non-Qualified Personnel | Non- Qualified Personnel | Prohibit the handling of asbestos containing material (ACM) by non-qualified personnel. | HSC § 25915 ; 40 CFR § 763.93 |
| Restrict Access – Asbestos | Restrict Access – Asbestos | Restrict access to areas identified as having damaged and friable asbestos containing material (ACM) or areas undergoing abatement activities. | 8 CCR § 5208 |

ASBESTOS MANAGEMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--------------------------|----------------------------------|--|--|
| Asbestos Training | Asbestos Awareness | Provide 2-hour Asbestos Awareness training to custodial and maintenance staff. Training shall be provided within 60 days of employment. Contact OEHS at (213) 241-3199 for assistance. | 8 CCR § 5208 ; 40 CFR § 763.92 |
| | Worker | Ensure all employees engaged in Class I through Class IV asbestos work activities have received the required training. | 8 CCR § 1529 |
| Warning Signs | Warning Signs – Asbestos | Post warning signs on the entrance to boiler rooms, fan rooms and other maintenance areas that contain asbestos containing material. Warning signs must be clear and conspicuous and must state: “Asbestos Containing Material (ACM) has been identified in this room. See Asbestos Management Plan Book for specific type, location, and work practices to be followed.” | HSC § 25915 ; 40 CFR § 763.95 ; 8 CCR § 1529 |
| Warning Labels | Warning Labels – Asbestos | Attach warning labels on or immediately adjacent to known or suspected asbestos containing material (ACM) in boiler rooms, fan rooms and other maintenance areas. Warning labels must be clear and conspicuous and must state: "DANGER: ASBESTOS. Cancer and lung disease hazard. Do not disturb without proper training and equipment." | HSC § 25915 ; 40 CFR § 763.95 |

CAMPUS SECURITY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---------------------------|-----------------------------|--|--|
| Visitation Policy | Visitor's Pass | Ensure visitors entering school grounds sign in and receive a visitor's pass. | Safe School Plan, Volume 1 – Prevention Programs; BUL-1325; California State Constitution, Article I, Section 28 |
| | Posting – Visitation Policy | Ensure school visitation policy is posted and distributed annually to parents and staff. | Safe School Plan, Volume 1 – Prevention Programs; BUL-1325 |
| Communicating Emergencies | Communicating Emergencies | Ensure all classrooms are provided with a communications system that can contact the main office or call 911. New schools and building additions constructed after 2000 require a telephone system capable of calling 911. | CEC 17077.10 |
| Outdoor Lighting | Outdoor Lighting | Ensure there is adequate outdoor lighting for after-school activities. | LAUSD School Design Guide |
| Locked Campus | Locked Campus | Lock all fences and gates at the beginning of classes each morning and keep them locked until the end of the school day, pursuant to BUL-2219. | Safe School Plan, Volume 1 – Prevention Programs; BUL-2219 |
| Parking | Parking | Do not permit parking of vehicles on District property without approval of Site Administrator. | OEHS Safety Alert No. 06-03 |
| Restricted Areas | Restricted Areas | Prevent access to crawl spaces, roof access, mechanical rooms or other passageways not intended for use by students or unauthorized staff. | 8 CCR § 1541 |
| Supervision | Supervision | Develop and implement a campus supervision plan that clearly delineates times and locations on campus that require specific supervision, such as during scheduled activities and at bus loading zones. | Safe School Plan, Volume 1 – Prevention Programs |
| Vandalism Reporting | Vandalism Reporting | Ensure all acts of vandalism are reported to School Police, OEHS and Maintenance & Operations, including graffiti and property damage. | OEHS IIPP Template, Attachment E – Facilities Inspection Form |

CHEMICAL SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|---|--|---|
| Hazard Communication | Program – HAZCOM | Implement a Hazard Communication Program pursuant to Cal/OSHA requirements. To obtain a copy of the District’s Hazard Communication Program, contact OEHS at (213) 241-3199. | 8 CCR § 5194 ; 29 CFR § 1910.1200 |
| | Chemical Inventory | Maintain school chemical inventory pursuant to Hazard Communication Program. | 8 CCR § 5191 |
| | MSDS | Maintain current Material Safety Data Sheets (MSDS) for each hazardous substance used on site. | 8 CCR § 5194 ; 29 CFR § 1910.1200 |
| | Label Container | Label each hazardous substance container indicating identity of the contents and appropriate hazard warnings. | 8 CCR § 5194 ; 29 CFR § 1910.1200 |
| | Training – HAZCOM | Provide employees with annual Hazard Communication training on hazardous chemicals used in their respective work areas. Employees must be retrained when new hazards are introduced into the workplace. | 8 CCR § 5194 ; 29 CFR § 1910.1200 |
| Chemical Hygiene & Safety | Plan – Chemical Hygiene & Safety | Maintain and implement Chemical Hygiene & Safety Plan and ensure it is readily available to all employees. The plan should identify a Chemical Safety Coordinator and be revised at least annually. To obtain a copy of the District’s Chemical Hygiene & Safety Plan, contact OEHS at (213) 241-3199. | 8 CCR § 5191 ; 29 CFR § 1910.1450 ; OEHS Chemical Hygiene & Safety Plan |
| | Training – Science Staff | Provide annual Chemical Hygiene & Safety training to science staff and document with sign-in sheets and materials presented. | 8 CCR § 5191 ; 29 CFR § 1910.1450 ; OEHS Chemical Hygiene & Safety Plan |
| Chemical Handling & Storage – General Requirements | Unauthorized Chemicals | Do not use chemicals unless approved for District use by OEHS. Refer to OEHS website at www.lausd-oehs.org (see Product Review). For a complete list of approved products, call (213) 241-3199 for assistance. | 8 CCR § 5194 ; 8 CCR § 5228 ; 29 CFR § 1910.1450 |
| | Student Access | Ensure that all hazardous chemicals are kept out of reach of students and stored in secure locations. | |

CHEMICAL SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--|---|--|---|
| Chemical Handling & Storage – General Requirements (cont.) | Incompatible Storage – Chemicals | Store chemical materials by compatibility type as described in Material Safety Data Sheets (MSDS). | 8 CCR § 5533 ; 19 CCR § 3.15 ; 29 CFR § 1910.106 |
| | Food Storage – Chemicals | Avoid storage, handling or consumption of food and beverages in chemical storage areas or areas used for laboratory operations. | 8 CCR § 5191 Appendix A |
| | Restraints | Ensure all chemical storage shelves and cabinets are equipped with lips or other devices to prevent stored materials from falling. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS Chemical Hygiene & Safety Plan |
| | Spill Kit | Ensure all chemical storage areas are provided with a spill kit containing absorbent, neutralizing chemicals and other spill-control materials. | 8 CCR § 5191 |
| Chemical Handling & Storage - Flammable and Combustible Materials | Grounding & Bonding | Ensure that all containers dispensing flammable materials are bonded and grounded. | LAMC § 57.30.64 ; 29 CFR § 1910.106 |
| | Storage Cabinets | Store flammable and combustible liquids in approved cabinets with self-closing doors. | 8 CCR § 5417 ; 19 CCR § 3.15 ; 8 CCR § 5533 ; 29 CFR § 1910.106(d)(3)(I) ; OEHS Chemical Hygiene & Safety Plan Bulletin |
| | Safety Containers | Ensure flammable materials are stored in approved safety containers and properly labeled. | 8 CCR § 5531 ; 8 CCR § 5533 ; 8 CCR § 5535 ; 8 CCR § 5541 |
| | Flammable Storage Labeling | Ensure flammable storage bunkers, rooms and cabinets are labeled “Flammable - Keep Fire Away”. | 8 CCR § 5533 |
| | Flammable Storage Room – Location | Do not locate flammable material storage rooms in buildings occupied by students. | 8 CCR § 5533 ; 29 CFR § 1910.106 ; 19 CCR § 3.15 ; LAMC 57.30.11, 57.11.10(A) |
| | Flammable Storage Room – Aisle Spacing | Ensure aisles are at least three feet wide in flammable storage rooms to provide for emergency egress. | 8 CCR § 5533 ; 29 CFR § 1910.106 |
| | | | |

CHEMICAL SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--|---|--|---|
| Chemical Handling & Storage - Flammable and Combustible Materials (cont.) | Maximum Quantities – City of Los Angeles | Do not store more than two 60-gallon drums of gasoline and two 60-gallon drums of diesel fuel in flammable material bunkers at sites within the City of Los Angeles. | LAMC 57.30.30 |
| | Maximum Quantities – Los Angeles County | Do not store more than one 60-gallon drum of gasoline and two 60-gallon drums of diesel fuel in flammable material bunkers at sites within unincorporated areas of Los Angeles County. | <i>Uniform Fire Code (UFC) 7902.5.7.2</i> |
| | Maximum Quantities – Stored Outside of Bunkers | Do not store more than 60 gallons of flammable liquids in areas outside flammable material bunkers. | LAMC 57.30.30 ; <i>Uniform Fire Code (UFC) 7902.5.7.2</i> |
| | Ventilation – Flammable Storage Room | Ensure exhaust ventilation system in flammable material storage rooms provides six air exchanges per hour, and the control switch is located outside the room. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 5533 ; 29 CFR § 1910.106 |
| Chemical Handling & Storage - Gas Cylinders | Gas Cylinder Condition | Ensure compressed gas cylinders are free of corrosion, dents, cuts, gouges, bulges and leaks. | 8 CCR § 4649 ; 29 CFR § 1910.101 |
| | Hydrostatic Test | Ensure all compressed gas cylinders have a current hydrostatic test stamp near the valve. | 8 CCR § 4649 ; 29 CFR § 1910.101 |
| | Incompatible Storage – Gases | Separate compressed flammable gases and oxidizing gases by either a 1-hour fire wall or distance of 25 feet. | 8 CCR § 5533 ; 29 CFR § 1910.106 |
| | “No Smoking” Signs | Post "NO SMOKING" signs, label hazard classes, and list all gases stored in compressed gas storage areas. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 4649 ; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104 |
| | Gas Cylinder Storage | Ensure compressed gas cylinders are stored upright, in a well ventilated area and by hazard class. Cylinders must be secured, capped and kept at least 20 feet from flammable liquids, oxidizers, and other sources of ignition. | 8 CCR § 4649 ; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104 |

CHEMICAL SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|----------------------------|------------------------|--|---|
| Laboratory Safety | Lab Chemical Inventory | Post current laboratory chemical inventory in chemical storage areas. | 8 CCR § 5191 |
| | Eyewash | Provide approved eyewash stations in all laboratories using chemicals which can cause corrosion, severe irritation or permanent tissue damage or which are toxic by absorption. Eyewash stations must be located within 50 feet of all lab work stations and must be reachable within ten seconds. | 8 CCR § 5162 ; OEHS Chemical Hygiene & Safety Plan |
| | Floor Plan | Post in a conspicuous area the floor plan drawings of science laboratories indicating locations of waste disposal containers and safety equipment. | 8 CCR § 5191 ; 29 CFR § 1910.1450 ; OEHS Chemical Hygiene & Safety Plan |
| | Label Cabinets | Label laboratory cabinets and storage areas as required in the Chemical Hygiene & Safety Plan. | OEHS Chemical Hygiene & Safety Plan |
| | Lock Cabinets | Lock all laboratory chemical storage cabinets when not in use. | OEHS Chemical Hygiene & Safety Plan |
| | Storage – Method | Ensure all laboratory chemicals are stored properly. Lab chemicals must not be stored in fume hoods or on floors, and shall be stored by compatibility type as described in Appendix D (Tables 1 and 2) of the Chemical Hygiene & Safety Plan. | OEHS Chemical Hygiene & Safety Plan |
| | Storage – Volatiles | Store all volatile laboratory chemicals in an explosion-proof cabinet. | OEHS Chemical Hygiene & Safety Plan |
| | Storage – Temperature | Keep all laboratory chemical storage areas cool (between 55 and 80 degrees F) and dry (relative humidity between 30 and 60 percent). | OEHS Chemical Hygiene & Safety Plan |
| Hazardous Waste Management | Aisles | Maintain unobstructed aisle space in hazardous waste storage areas. | 22 CCR § 66264.35 |
| | Characterization | Ensure the proper characterization of all waste (hazardous and non-hazardous). For assistance, contact OEHS at (213) 241-3199. | 22 CCR § 66262.11 ; 40 CFR § 262.11 |

CHEMICAL SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|--|---|---|
| Hazardous Waste Management (cont.) | Closed Containers | Keep hazardous waste containers closed except when adding waste. | 22 CCR § 66262.34; 40 CFR § 262.34 |
| | Container Condition | Ensure all hazardous waste containers are in good condition, free of leaks and provided with secondary containment. | 22 CCR § 66262.34; 40 CFR § 262.34 |
| | Labels – “Hazardous Waste” | Label hazardous waste containers with the words: "HAZARDOUS WASTE", the physical state of the waste, the hazard class, the accumulation start date and the address of the generator. | 22 CCR § 66262.34; 40 CFR § 262.34 |
| | Inspections – Waste Storage Areas | Conduct daily inspections of tanks in waste accumulation areas and weekly inspections of containers in waste storage areas. | 22 CCR § 66262.34; 40 CFR § 262.34 |
| | Hazardous Waste Disposal | Dispose of hazardous waste generated at schools at least every 180 days. To request pickup and disposal services, complete a request form at www.lausd-oehs.org , or contact OEHS at (213) 241-3199 for assistance. | 22 CCR § 66262.34; 40 CFR § 262.34 |
| | Storage Supplies and Equipment | Supply hazardous waste storage areas with spill kits, fire extinguishers, communication systems and decontamination equipment. | 22 CCR § 66264.32; 40 CFR § 264.32 |
| | Laboratory Waste | Properly dispose of all outdated, retrograde, or otherwise expired laboratory chemicals. To request pickup and disposal services, complete a request form at www.lausd-oehs.org , or contact OEHS at (213) 241-3199 for assistance. | 22 CCR § 66262.11; 40 CFR § 262.11 |

CONSTRUCTION SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|-------------------------------------|--|--|
| Barricades | Barricades | Ensure construction and storage areas are properly barricaded. | |
| | Trenches | Provide guarding or other visible perimeter protection for ditches, pits, excavations and surfaces in poor repair. | 8 CCR §1541 ; 8 CCR § 3273 |
| Competent Person | Competent Person | Ensure a competent safety representative is on site during all construction activities. | LAUSD Specifications |
| Coordination with School | Coordination with School | Ensure all construction activities and locations are coordinated with the site administrator. | |
| Dust Control | Dust Control | Ensure all construction activity is properly managed and adequate engineering controls are implemented to minimize dust generation. | 8 CCR § 1528 |
| DSA-6 Form | DSA-6 Form | Provide DSA-6 form indicating the fire alarm and suppression systems are 100% complete. | |
| First Aid/CPR | First Aid/CPR | Ensure contractor has personnel trained and certified in first aid and CPR on site during construction activities. | 8 CCR § 1512 |
| Clean Work Areas | Clean Work Areas | Ensure work areas, passageways, stairs and storage areas are clear of debris. | 8 CCR § 1513 |
| ID Badges | ID Badges | Ensure all contractors wear identification badges while on District sites. | LAUSD Specifications |
| Postings – Construction | Postings – Construction | Display required OSHA and labor compliance postings in a conspicuous area. | |
| Shoring and Sloping | Shoring and Sloping | Ensure construction trenching and excavations are properly shored or sloped and any modifications receive prior approval from a competent person and the Facilities Services Division. | 8 CCR § 1541 |
| Equipment Storage | Equipment Storage | Secure all construction equipment and chemicals in approved storage areas or remove from site daily. | LAUSD Specifications |
| Storm Water Pollution Prevention | Plan – Storm Water Pollution | Maintain and implement a site specific Storm Water Pollution Prevention Plan and ensure it is available on site for review. | SWRCB 99-08-DWQ |

CONSTRUCTION SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--------------------------|--------------------------|---|------------------------------|
| Tailgate Meetings | Tailgate Meetings | Conduct and document weekly tailgate safety meetings. | 8 CCR § 1509 |
| Unauthorized Work | Unauthorized Work | Discontinue unauthorized construction work. All construction activities must be pre-approved by the Facilities Services Division and conducted in accordance with LAUSD specifications. | |
| School Dumpsters | School Dumpsters | Ensure school trash receptacles are not used for construction debris. | LAUSD Specifications |

EMERGENCY PROCEDURES (SAFE SCHOOL PLAN, VOLUME 2)

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|------------------------------------|--|--|--|
| Safe School Plan – Volume 2 | Plan – SSP, V2 | Prepare and annually update Safe School Plan, Volume 2 – Emergency Procedures. For instructions on updating the plan, see Reference Guide 1242 or visit www.lausd-oehs.org , (See Safe School Plans). | CEC § 35294 ; Safe School Plan, Volume 2 – Emergency Procedures ; REF-1242 |
| | Drills | Conduct and document periodic Fire/Life Safety drills (at least monthly for primary schools or once each semester for secondary schools). | REF-1314 |
| | Training – Emergency Procedures | Train all employees on emergency procedures within the first three months of the school year and maintain documentation of date of training, agenda, training materials and sign-in sheet. | CEC § 35294 ; Collective Bargaining Agreement UTLA & LAUSD Articles XXIV and XXVIII |
| Seismic Bracing | Overhead Storage | Remove all materials and objects stored on top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling. | |
| | Furniture | Provide seismic bracing for furniture, equipment and appliances. | OEHS Safety Alert No. 02-05 |
| | HVAC/Water Heaters | Provide seismic bracing for heating, ventilation and air conditioning (HVAC) units and water heater tanks. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | |
| Supplies and Equipment | Emergency Supplies | Ensure emergency supplies include flashlights, batteries, battery-powered radio(s), first aid kits for every 400 persons, drinking water (ratio 1.5 gallons per person), wrenches, pumps, pitchers, cups, bleach, search and rescue kit for every 500 persons, canned foods and personal hygiene products. For assistance in obtaining supplies, contact OEHS at (213) 241-3199. | Safe School Plan, Volume 2 – Emergency Procedures ; REF-801 ; REF-802 |
| | Inspect/Refresh | Ensure emergency supplies are inspected and refreshed on a regular basis. Label water drums with expiration date. Change out untreated tap water every six months and disinfected water every three years. | Safe School Plan, Volume 2 – Emergency Procedures ; REF-801 ; REF-802 |
| | Storage Container | Provide and maintain dedicated emergency supply storage containers. For assistance in obtaining containers, contact OEHS at (213) 241-3199. | Safe School Plan, Volume 2 – Emergency Procedures ; REF-802 |
| Utility Shut-off Valves | Utility Shut-off Valves | Ensure that utility shut-off valves are clearly marked and accessible. | |

FACILITIES AND EQUIPMENT MAINTENANCE

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--|-------------------------|---|--|
| Condition of Equipment and Facilities | Good Repair | Ensure campus grounds and equipment are maintained in good repair. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Asphalt | Ensure asphalt and other paved areas are in good condition (e.g., free of significant cracks, holes, standing water). If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Broken Windows | Ensure broken or cracked windows are reported, cleaned up, and repaired within 72 hours. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Carpeting | Ensure carpeting is clean and in good condition. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Ceiling Tile | Repair/replace damaged or missing ceiling tile(s). If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Fences and Gates | Ensure fences and gates are maintained in good repair. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Ground Striping | Ensure ground striping and parking lines are clearly visible. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Housekeeping | Ensure all areas in the school are clean, well maintained and free of clutter. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Landscaping | Ensure tree canopies are adequately raised, plants are adequately trimmed and landscape is free of tripping hazards or other obvious hazards. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |

FACILITIES AND EQUIPMENT MAINTENANCE

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--|---|--|--|
| Condition of Equipment and Facilities (cont.) | Roof and Gutters | Ensure roofs and gutters are intact and well maintained. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Weeds | Ensure site is free of weeds. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Lifts | Conduct and document weekly testing of all special access lifts (e.g., wheelchair lifts, and auditorium stage lifts). | 29 CFR§ 1910.68 ; M&O Procedures for Access Lifts |
| | In-Wall Table Inspection | Inspect in-wall tables and benches at least twice a year and maintain documentation. | OEHS Safety Alert No. 11-01 |
| | In-Wall Tables | Ensure all in-wall table and bench safety devices (such as cam locks/butterfly locks) are utilized and functional. Remove equipment from service if any safety mechanism is not operating properly. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS Safety Alert No. 11-01 |
| Carts | Brakes | Periodically check hand-held brakes on motorized carts to ensure they are in working condition. | |
| | Key Activation | Ensure motorized carts require key activation, and the key is removed when cart is not in use. | |
| | Wheel Chocks | Place wheel chocks in front of and behind one wheel of motorized carts when stationary. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | |
| Electrical Equipment Storage | Clearance – Electrical Equipment | Maintain a minimum 3-foot clearance around all electrical equipment (e.g., electrical panels, switchgear, transformers). | 8 CCR § 2340 ; 29 CFR § 1910.303 |
| | Electrical Panels | Label all circuit breakers within electrical panels to clearly identify the circuits they are protecting. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 29 CFR § 1910.303 |
| | Ground Fault Interrupter | Ensure power tools/equipment are used on circuits protected by ground fault interrupter (GFI). | 29 CFR § 1910.304 |

Los Angeles Unified School District
Office of Environmental Health and Safety

| | | | |
|-------------------------------------|------------------------------|--|--|
| Electrical Equipment (Cont.) | Guarding – Electrical | Ensure electrical equipment components operating at 50 volts or above are guarded to prevent access, unless confined to rooms only accessible to qualified persons. | 8 CCR § 2340 ; 29 CFR § 1910.303 |
| | Outlet Covers | Provide approved covers for all electrical outlets, switch plates, pull boxes, and junction boxes. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 2340 ; 29 CFR § 1910.305 |

FACILITIES AND EQUIPMENT MAINTENANCE

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--|---|---|--|
| Extension Cords and Cables | | See “Injury and Illness Prevention, Extension Cords and Cables.” | |
| Hot Water | Hot Water | Ensure hot water is provided in food preparation areas, health offices and showers. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| Kitchen Waste Management | Best Management Practices – General | Implement “Best Management Practices for Industrial Waste Disposal” as defined by the Food Services Branch. For assistance, contact Food Services at (213) 241-2985. | LAMC Article 4 Section 64.30 ; LAUSD Industrial Wastewater Management Procedures |
| | Best Management Practices – Posting | Conspicuously post “Best Management Practices for Industrial Waste Disposal” in the cafeteria kitchen and/or food preparation area. For assistance, contact Food Services at (213) 241-2985. | LAMC Article 4 Section 64.30 ; LAUSD Industrial Wastewater Management Procedures |
| | Best Management Practices – Training | Train food service workers on “Best Management Practices for Industrial Waste Disposal” and maintain training records. For assistance, contact Food Services at (213) 241-2985. | LAMC Article 4 Section 64.30 ; LAUSD Industrial Wastewater Management Procedures |
| | Dumpsters | Keep dumpster lids closed when not in use. | |
| | Fats, Oils & Grease | Ensure fats, oils, and greases are frozen prior to disposal. | LAUSD BMPs |
| | Food Disposal | Do not discharge food waste into sink garbage disposals. All food waste should be disposed of in refuse bins. | LAMC Article 4 Section 64.30 |
| Permits | Air Quality | Ensure equipment, subject to South Coast Air Quality Management District (SCAQMD) requirements, is lawfully permitted. | (SCAQMD) Rules and Regulations |
| | OSHA | Post valid operating permit near air compressor, air pressure tank, elevator, boiler, or other equipment subject to Occupational Safety and Health Administration (OSHA) permitting. | 8 CCR § 461 ; 8 CCR § 344.2 ; 8 CCR § 344.1 |
| Playground and Sports Equipment | Discontinue Use | Discontinue use of playground equipment that does not meet current California Playground Safety Regulations and District requirements. | CHSC § 115725-115735 ; CPSC Guidelines |
| | Inspection – Initial | Ensure playground equipment is inspected and approved by a National Playground Safety Institute certified inspector prior to the installation of surfacing material and use. | CHSC § 115725-115735 ; CPSC Guidelines |

FACILITIES AND EQUIPMENT MAINTENANCE

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|---|--|--|
| Playground and Sport Equipment (Cont.) | Inspection - Routine | Ensure playground equipment is inspected daily by site staff and at least annually by a National Playground Safety Institute certified inspector. | ASTM 1487; CPSC Guidelines |
| | Sandbox | Provide sandbox cover and affix daily. Inspect regularly to ensure sand is free of debris. | |
| | Specifications | Ensure playground equipment and matting complies with American Society for Testing and Materials (ASTM) standards and Consumer Products Safety Commission (CPSC) guidelines. | CHSC § 115725-115735; ASTM 1487; CPSC Guidelines |
| | Training – Sports Equipment | Train students on proper use of sports equipment. | BUL M-66 |
| Powered Equipment | Equipment Condition | Periodically inspect equipment to ensure that electrical cords, hoses and fittings and safety devices are in good condition. | 8 CCR § 5533; 29 CFR § 1910.106; 19 CCR § 3.15; LAMC 57.30.11, 57.11.10(A) |
| | Equipment Storage | Ensure lawnmowers and other fueled equipment are stored in a secure area and not located in buildings occupied by students. | |
| | Training – Powered Equipment | Ensure proper training of personnel that use steam cleaners, pressure washers, wet abrasive washers or other cleaning equipment. | |
| | Prohibited Use | Do not use gasoline or diesel powered equipment in buildings or other enclosed areas. | |
| Restrooms | Adequate Facilities – Kindergarten | Provide and maintain open a sufficient number of restroom facilities to meet student needs (kindergarten buildings: one toilet for up to 20 students; two toilets for 21 to 50 students; and one additional toilet for every 50 additional students). | CEC § 35292.5; BUL-735 |
| | Adequate Facilities – Elementary (pre-1994) | Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed prior to 1994: one urinal for every 30 male students; one toilet for every 100 male students; and one toilet for every 35 female students). | <i>Uniform Building Code (UBC) Section 805</i> |
| | Adequate Facilities – Elementary (post-1994) | Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed after 1994: one urinal for every 75 male students; one toilet for every 30 male students; and one toilet for every 25 female students). | CEC § 35292.5; BUL-735; |

FACILITIES AND EQUIPMENT MAINTENANCE

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--------------------------|--|---|---|
| Restrooms (Cont.) | Adequate Facilities – Secondary (pre-1994) | Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed prior to 1994: one urinal for every 30 male students; one toilet for every 100 male students; and one toilet for every 45 female students). | <i>Uniform Building Code</i> (UBC) Section 805 |
| | Adequate Facilities – Secondary (post-1994) | Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed after 1994: one urinal for every 35 male students; one toilet for every 40 male students; and one toilet for every 30 female students). | CEC § 35292.5 ; BUL-735 |
| | Adequate Facilities – Female Employees | Provide adequate restroom facilities for employees (one toilet for up to 34 female employees; two toilets for 35 to 54 female employees; three toilets for over 55 female employees; and one additional toilet for every 40 additional female employees). | <i>Uniform Building Code</i> (UBC) Appendix C |
| | Adequate Facilities – Male Employees | Provide adequate restroom facilities for employees (one urinal for every 50 male employees; one toilet for up to 34 male employees; two toilets for 35 to 54 male employees; three toilets for over 55 male employees; and one additional toilet for every 40 additional male employees). | <i>Uniform Building Code</i> (UBC) Appendix C |
| | Available For Use | Ensure that restrooms are clean, in good repair, and open throughout the school day. | BUL-735 |
| | Fixture Operation | Maintain toilets, fixtures and drains in proper working condition. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | BUL-735 |
| | Gender Designation | Provide gender-segregated restrooms in all facilities which have more than five employees, with signage indicating male or female use. | 8 CCR § 3364 |
| | Restroom Supplies | Ensure restrooms are adequately stocked with toilet paper, soap and paper towels. | CEC § 35292.5 ; BUL-735 |
| | Service Log | Maintain a daily restroom service log for review by District Staff. | BUL-735 |
| | Ventilation – Restroom | Maintain restroom exhaust fans in proper working condition. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | BUL-735 |

FACILITIES AND EQUIPMENT MAINTENANCE

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|------------------------------|---------------------------|---|--|
| Recycling | Recycling | Consider waste recycling for paper and cardboard, toner cartridges and beverage containers. For assistance, contact OEHS at (213) 241-3199 or refer to OEHS website at www.lausd-oehs.org . | MEM-997; OEHS Safety Alert No. 06-02 |
| Salvage Items | Salvage Items | Remove unusable equipment and other salvage items pursuant to Reference Guide 1293, Pick-up and Transfer of Materials for Salvage. | REF-1293 |
| Securing Equipment | Securing Equipment | Ensure equipment designed to be located in a fixed position is secured to prevent movement. | |
| Trouble Calls | Trouble Calls | Maintain “Trouble Call Log” and ensure trouble calls are made in a timely manner. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| Wastewater Management | Sewers | Ensure that debris is periodically cleared from sewer and storm drain inlets. | OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | Storm Drain | Do not discharge hazardous substances, cleaning agents or waste water into storm drains. | |

FIRE/LIFE SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--------------------------|-------------------------------|---|---|
| Access and Egress | Emergency Exit Grills | Provide at least one security grill with “emergency breakaway” capacity for classrooms equipped with security grills. The window with the breakaway grill must be openable and clearly identified as an emergency exit. In classrooms with only one exit door, the breakaway grill must be located furthest from the exit door. If necessary, place trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | <i>California Building Code</i> (CBC) Section 305.2.4, Board of Education Report No. 15 ; NFPA 101, Life Safety Code |
| | Exit Pathways | Ensure classrooms with occupancy of 50 or more have at least two means of egress. | LAMC § 57.33.04 ; 8 CCR § 3227 |
| | Obstructions | Maintain exit pathways free of obstructions to ensure safe egress. | 8 CCR § 3227 ; LAMC § 57.33.11 ; 29 CFR § 1910.37 |
| | Panic Hardware | Ensure panic hardware is provided and maintained on main exit doors or doors are posted with signage indicating "This Door to Remain Unlocked During Business Hours." If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | LAMC § 57.33.10 ; <i>California Fire Code</i> (CFC) 25.106b |
| | Signs – Elevator | Post signs adjacent to elevator call devices indicating procedure to follow in case of emergency. | 8 CCR § 3041 |
| | Signs – General | Provide visible exit signs or directional signs for all exit doors and escape pathways. Ensure illuminated exit signs are on at all times. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 3216 ; LAMC § 57.33.15 ; 29 CFR § 1910.37 ; <i>1997 Uniform Fire Code</i> (UFC) 1212.2 |
| | Signs – Obstructed | Remove all objects that may conceal or obscure exit signs. | <i>Uniform Fire Code</i> (UFC) 1212.8; 29 CFR § 1910.37 |
| | Signs – “No Exit” | Place "NO EXIT" signs on non-exit doors or indicate actual use. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 3217 ; LAMC § 57.33.15 ; <i>Uniform Fire Code</i> (UFC) 14.14.6.5.3.1 |
| | Elevated Work Surfaces | Access | Provide a permanent means of access and egress to elevated storage and work surfaces. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. |

FIRE/LIFE SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---------------------------------------|----------------------------|---|---|
| Elevated Work Surfaces (cont.) | Guardrails | Provide standard guard rails for elevated surfaces in excess of 30 inches above any adjacent floor or ground surface (exception: auditorium side of stage and loading docks). Open guardrails shall have intermediate rails or ornamental pattern such that a sphere four inches in diameter cannot pass through. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 3209 ; 8 CCR § 3210 ; 8 CCR § 3211 ; 8 CCR §§ 3212 ; <i>Uniform Building Code (UBC) § 509</i> |
| | Ladders – Condition | Ensure portable ladders are routinely inspected and maintained in good repair. | 8 CCR § 3278 ; 8 CCR § 32789 ; 29 CFR §§ 1910.25, 1910.26 |
| | Ladders – Metal | Ensure metal ladders are labeled "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT." | 8 CCR § 3278 ; 8 CCR § 3279 |
| | Load Capacity | Post signs indicating load capacity for elevated work surfaces. | 8 CCR § 3211 ; 8 CCR § 3212 |
| | Scaffolding | Provide approved scaffolding for work when ladder use is unsafe. | 8 CCR § 1637 |
| | Toe Boards | Install standard 4-inch toe boards for elevated surfaces to prevent objects from falling. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR §§ 3209 ; 8 CCR § 3210 ; 8 CCR § 3211 ; 8 CCR § 3212 |
| | Fire Prevention | Clearance – Fire Equipment | Maintain a minimum 3-foot clearance around fire extinguishers, fire hoses, pull stations and sprinkler control valves. |
| Clearance – Fire Sprinklers | | Maintain a minimum 18-inch clearance between overhead sprinklers and materials below. | 8 CCR § 6170 ; OEHS IIPP Template , Attachment E – Facilities Inspection Form; LAMC § 57.57.03 |
| Clearance – Heaters | | Maintain a minimum 3-foot clearance around heaters/furnaces. | <i>Uniform Fire Code (UFC) 13.6.3.3</i> |
| Curtains | | Remove curtains that are not flame resistant. | LAMC § 57.110.12 ; <i>Uniform Fire Code (UFC) 1103.3.3.1</i> |

FIRE/LIFE SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--------------------------------|---|--|--|
| Fire Prevention (cont.) | Emergency Vehicle Access | Ensure school has at least one entrance gate with an opening of at least 20 feet to accommodate emergency vehicles. Ensure fire lanes are provided and maintained free of obstruction. | LAMC § 57.111.07 |
| | Fire Alarm – Obstruction | Ensure that fire alarm devices are free of obstruction. | LAMC § 57.20.41 ; 29 CFR § 1910.165 |
| | Fire Alarm – Testing | Conduct and document monthly inspections of fire alarms to ensure they are in good working order. | 8 CCR § 6184 ; M&O No. G-F-2 |
| | Fire Doors | Do not impair function of self-closing fire doors. | LAMC § 57.20.41 |
| | Fire Extinguishers – General | Fully charge and mount portable fire extinguishers and ensure signs are posted to indicate location. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 6151 ; 29 CFR § 1910.157 ; LAMC § 57.140.9 |
| | Fire Extinguishers – Hydrostatic Testing | Perform hydrostatic testing at the required interval of five or twelve years, depending on the fire extinguishing media. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 6151 ; 29 CFR § 1910.157 |
| | Fire Extinguishers – Inspection | Conduct and document monthly visual inspection and perform annual maintenance inspection of portable fire extinguishers. | 8 CCR § 6151 ; 29 CFR § 1910.157 ; M&O No. G-F-8 |
| | Exit Distances | Ensure the maximum distance from any point in the building to an exterior exit or an enclosed exit stairway does not exceed 150 feet in buildings without sprinklers or 200 feet in buildings with sprinklers. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 3222 |
| | Fire Watch | Establish a fire watch until local fire authority provides written approval to discontinue fire watch procedures. | REF-1909 ; LAMC 57.13.03 |
| | Paper Decorations | Remove all combustible materials (e.g. paper decorations, hanging mobiles) from exit doors, electrical panels, light fixtures, fire sprinklers and heaters. | LAMC § 57.22.01 ; 8 CCR § 3217 |
| | Training – Fire Extinguishers | Provide fire extinguisher training to new employees and at least annually thereafter. | 8 CCR § 6151 ; 29 CFR § 1910.157 |
| | Waste Receptacles | Replace plastic or rubber waste receptacles with metal or metal-lined waste receptacles. | |

FIRE/LIFE SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|------------------------------|--|---|
| Occupancy Limit | Occupancy Limit | Post signs in a conspicuous place near the main exit doorway of assembly rooms indicating maximum occupant load and usage. | LAMC § 57.33.04 |
| Walkways | Guarding | Provide temporary guarding or other controls for floor openings, excavations and damaged walking surfaces to prevent falls. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 3232 ; 29 CFR § 1910.22 |
| | Non-Slip | Provide and maintain non-slip materials on ramps or aisle and walkway surfaces prone to moisture. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | 8 CCR § 3232 ; 29 CFR § 1910.22 |
| | Trip Hazards | Maintain aisles and walkways free of obstruction or tripping hazards. | 8 CCR § 3232 ; 29 CFR § 1910.22 |
| Automatic External Defibrillators (AEDs) | Ready for Use | Ensure Automatic External Defibrillators (AEDs) are charged and ready for use. If necessary, contact the AED Program Coordinator at District Nursing Services at (213) 765-2877. | BUL-4480.0 |
| | Daily/Monthly Checks | Ensure Automatic External Defibrillators (AEDs) Daily/Monthly Readiness Status Checklist demonstrates staff has conducted daily and monthly inspections including the documentation of the AED pads “use before” date and the spare battery “install before” date. | BUL-4480.0 |
| | Brochure and Training | Ensure AED Brochure is posted next to every AED and distributed to all staff annually. | BUL-4480.0 |

INDOOR ENVIRONMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---------------------------|-------------------------------|--|---|
| Indoor Air Quality | Ventilation – Adequate | Ensure mechanical ventilation systems supply at least fifteen cubic feet of outside air per minute per occupant. Windows/doors shall be open or ventilation must run continuously during occupancy. Thermostats should be set to “fan on” position for continuous ventilation. | EPA Tools for Schools; 8 CCR § 5142; 2001 California Building Code (CBC) § 1202 |
| | ASHRAE Compliant | Indoor air quality measurements were found to be within acceptable limits as established by the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE). | ASHRAE Guidelines |
| | Blocked Vents | Remove all items blocking air vents to ensure adequate ventilation. | EPA Tools for Schools |
| | Complaint Log | Maintain log of nuisance odors potentially affecting indoor air quality. Report to OEHS at (213) 241-3199, and if an outdoor emission source is suspected, contact South Coast Air Quality Management District (SCAQMD) at (800) 288-7664. | OEHS Safety Alert No. 03-02 |
| | Ventilation – Exhaust | Ensure adequate exhaust ventilation for all activities emitting air contaminants. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | EPA Tools for Schools |
| | HVAC Maintenance | Perform periodic preventative maintenance on Heating, Ventilation and Air Conditioning (HVAC) systems. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | EPA Tools for Schools |
| | Medical Referral | Direct students or staff with symptoms of ill health believed to be associated with the building environment to consult the services of a medical professional for assistance in diagnosing medical conditions and determining possible causative factors. District employees may contact the LAUSD Employee Health Services Unit at (213) 241-6326. Student health concerns should be referred to Student Medical Services at (213) 765-2830. | |
| | Mold | Mitigate mold and mildew. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | EPA Tools for Schools |

INDOOR ENVIRONMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|-----------------------------------|-----------------------------|---|---|
| Indoor Air Quality (cont.) | Occupant Diary | Direct affected staff to maintain daily records documenting timing patterns and severity of ill health effects they believe associated with the indoor environment. Staff should use the “Indoor Air Quality Occupant Diary.” Record logs should be returned to OEHS on a weekly basis. | |
| | Odors | Ensure rooms are properly maintained to minimize chemical smells and objectionable odors. | EPA Tools for Schools |
| | Vehicle Idling | Ensure vehicles are not idling in the vicinity of classrooms. | 13 CCR § 2480 |
| | Water Damage | Correct all unresolved water damage. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | EPA Mold Remediation in Schools and Commercial Buildings |
| | Tools for Schools | Implement the EPA’s “Tools for Schools Program” to address ongoing indoor air quality concerns. For assistance, contact Nursing Services at (213) 765-2800. | EPA Tools for Schools Program |
| Indoor Lighting | Indoor Lighting | Ensure all areas within the school have adequate lighting. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | LAUSD School Design Guide ; LAUSD Contract Specification 16525-3 |
| Noise | Classroom Noise | Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of interior noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection). | OEHS Position on Classroom Acoustical Quality |
| | Construction Noise | Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of construction noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection). | OEHS Position on Classroom Acoustical Quality ; LAMC Chapter 11 |
| | Transportation Noise | Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of transportation noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection). | OEHS Position on Classroom Acoustical Quality ; California DOT Chapter 30 |

INDOOR ENVIRONMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---------------|--------------------|---|--|
| Noise (cont.) | Industrial Noise | Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of industrial noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection). | OEHS Position on Classroom Acoustical Quality; LAMC Chapter 11 |
| | Other Noise Source | Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of outdoor noise source. (This is in response to a request, complaint, or elevated noise levels identified during inspection). | OEHS Position on Classroom Acoustical Quality; LAMC Chapter 11 |

INJURY AND ILLNESS PREVENTION

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|---|--|---|
| Injury and Illness Prevention Program (IIPP) | Program – IIPP | Prepare and implement an Injury and Illness Prevention Program (IIPP) using the OEHS “IIPP Template,” and update at least annually in accordance with BUL-3372. The “IIPP Template” may be downloaded at www.lausd-oehs.org . | 8 CCR § 3203 ; BUL-3772 |
| | Death/Serious Injury Reporting | Notify Cal/OSHA within eight hours if any employee death or serious injury occurs on the job. | 8 CCR § 342 ; 29 CFR § 1904.8 ; Safety Alert No. 02-09 |
| | Injury/Accident Investigation Report | Ensure an accident investigation is completed by the injured employee’s supervisor and corrective actions are identified to prevent a recurrence of the incident. An Injury/Accident Investigation Report must be completed for each accident (Attachment G in the Injury and Illness Prevention Program) and copies provided to OEHS and ORMIS within 24 hours. The form may be completed and e-mailed online at www.lausd-oehs.org . | OEHS IIPP Template – Attachment G |
| | Inspections – IIPP | Conduct and document semi-annual safety inspections pursuant to Injury and Illness Prevention Program (IIPP). Maintain inspection records for at least 3 years. | 8 CCR § 3203 ; OEHS IIPP Template , Attachment E – Facilities Inspection Form |
| | OSHA Log 300 | Maintain OSHA Log 300 of employee injuries and illnesses as required by Cal/OSHA. Contact OEHS at (213) 241-3199 to request a copy. | 8 CCR § 14300 |
| | OSHA Log 300A Summary Posting | Post previous calendar year's OSHA Log 300A summary from February 1 through April 30 in a location frequented by employees. Contact OEHS at (213) 241-3199 to request a copy. | 8 CCR § 14300 29 CFR § 1904 |
| | OSHA Poster | Post Cal/OSHA <i>Safety & Health Protection on the Job</i> poster in a conspicuous location. | 8 CCR § 340 |
| | Responsible Individual | Assign authority and responsibility for implementation of Injury and Illness Prevention Program (IIPP). | 8 CCR § 3203 ; OEHS IIPP Template – Attachment E – Facilities Inspection Form |
| | Safe Work Practices | Ensure staff is properly trained and utilizes safe work practices. | 8 CCR § 1510 |

INJURY AND ILLNESS PREVENTION

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|-----------------------------|---|--|
| Injury and Illness Prevention Program (IIPP) (cont.) | Safety Committee | Establish a School Safety Committee that meets at least quarterly and documents meeting minutes. Responsibilities include: review of inspection findings, incident reports and Injury/Accident Investigation Reports to identify safety issues and determine incident causes. The committee shall also review alleged hazardous conditions and safety suggestions brought to the attention of any committee member and submit recommendations to management to resolve safety issues. | 8 CCR § 3203; OEHS IIPP Template; Safe School Plan, Volume 1 – Prevention Programs |
| | Summary Page | Post a copy of the Injury and Illness Prevention Program (IIPP) Summary in a conspicuous area. | 8 CCR § 3203; OEHS IIPP Template , Attachment B |
| | Training – IIPP | Provide and maintain records of annual Injury and Illness Prevention Program (IIPP) training. | 8 CCR § 3203; OEHS IIPP Template |
| Accident Reduction Strategies | Elevated Claims Rate | Review accident trends and provide training to staff as necessary to address higher-than-average workers’ compensation claims rate. | |
| | Fraud | Report suspected cases of workers’ compensation fraud to Sedgwick CMS Fraud Unit at (866) 247-2287 x79271. Report other types of fraud to the Office of the Inspector General at (213) 241-7778. | |
| | Repeaters | Identify employees that file multiple workers' compensation claims and provide counseling specific to preventing those injuries. Maintain written records of counseling. For assistance, contact Staff Relations at (213) 241-6056. | |
| | Stay-At-Work Program | Ensure compliance with the District's Stay-At-Work Program per Reference Guide 1279. For assistance, contact the Office of Risk Management & Insurance Services (ORMIS) at (213) 241-3139. | REF-1279 |
| Ambient Noise Sources | | See “Indoor Environment, Noise.” | |
| Bloodborne Pathogens | Plan – BBP | Maintain and implement a written Bloodborne Pathogen Exposure Control Plan (ECP) to minimize exposure to bloodborne pathogens pursuant to Title 8 CCR. (See School Nurse for ECP requirements.) | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Cleanup Kit | Provide bloodborne pathogen cleanup kits for the disposal of bodily fluids and medical waste. Kits shall include personal protective equipment (gloves, goggles, clothing protection) and biohazard bags. | 8 CCR § 5193; 29 CFR § 1910.1030 |

INJURY AND ILLNESS PREVENTION

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|-------------------------------------|--|--|---|
| Bloodborne Pathogens (cont.) | Decontamination | Clean and sanitize areas that may have been exposed to bloodborne pathogens. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Exposure Evaluation | Ensure a post-exposure evaluation is conducted following all potential employee exposures to bloodborne pathogens. Contact Nursing Services at (213) 765-2800 for assistance. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Labels – BBP | Affix warning labels to all containers used to store, transport or ship potential bloodborne pathogen materials. Ensure biological waste is placed in red biohazard bags. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Personal Protective Equipment – BBP | Provide personal protective equipment to employees at risk of exposure to bloodborne pathogens. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Recordkeeping – BBP | Maintain records of employee bloodborne pathogen training, including name of employee, training date, outline of presented material, name and title of person conducting training, job titles and ID numbers. For employees in a “primary exposure category,” training records should include a copy of either the hepatitis B vaccination status or Declination Form. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Sharps – Use | Ensure sharps are only used by trained personnel. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Sharps – Disposal | Ensure that contaminated sharps are disposed in approved containers. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| | Training – BBP | Provide all employees with annual bloodborne pathogen awareness training. | 8 CCR § 5193; 29 CFR § 1910.1030 |
| Equipment Guarding | Guarding – Fans | Ensure all fans with blades located less than seven feet above the floor or working level are equipped with blade guards. | 29 CFR § 1910.212 |
| | Guarding – Equipment | Ensure proper guarding is provided and maintained on all equipment to prevent injury to operators. | 29 CFR § 1910.212 |
| Electrical Equipment | | See “Facilities and Equipment Maintenance, Electrical Equipment.” | |

INJURY AND ILLNESS PREVENTION

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|-------------------------------------|-------------------------------------|--|--|
| Extension Cords and Cables | Damaged Cords | Destroy and discard electrical cords that are frayed, spliced, taped, or otherwise deteriorated. | 8 CCR § 2300; 29 CFR § 1910.305 |
| | UL Approved | Ensure extension cords and cables are Underwriter’s Laboratories (UL) approved and suitable for the conditions of use. | 8 CCR § 2300; 29 CFR § 1910.305 |
| | Use – General | Ensure flexible extension cords and cables are not used in place of permanent wiring. | 8 CCR § 2300; 29 CFR § 1910.305 |
| | Use – In Series | Ensure extension cords, outlet multipliers and surge protectors are not used in series. | 8 CCR § 2300; 29 CFR § 1910.305 |
| | Use – Near Water | Ensure that flexible cords and cables are not used near sinks, faucets or other water sources. | 8 CCR § 2300; 29 CFR § 1910.305 |
| | Use – On Metal | Do not hang extension cords and cables on metal hangers or supports. | 8 CCR § 2300; 29 CFR § 1910.305 |
| | Use – Through Openings | Ensure extension cords and cables are not run through holes in walls, ceilings, floors or similar openings. | 8 CCR § 2300; 29 CFR § 1910.305 |
| Face/Eye and Hand Protection | Face/Eye and Hand Protection | Provide face/eye and hand protection for persons at risk of injury from airborne objects, particulate matter or hazardous substances. | 8 CCR § 3382 |
| Forklift Training | Training – Forklift | Ensure forklift operators have current Cal/OSHA training certification. | 8 CCR § 3668 |
| Hearing Conservation | Program – Hearing | Ensure all personnel who are exposed to a time weighted average (TWA) noise level greater than 85 dB(A) are included in the Hearing Conservation Program. For assistance with noise monitoring, training, audiometric testing or other hearing program requirements, contact OEHS at (213) 241-3199. | 8 CCR §§ 5097; 29 CFR § 1910.95 |
| | Complaint Procedures | Ensure employees are informed of the need to report excessive noise levels in their workplace to their supervisor so that an appropriate evaluation can be made. | 8 CCR § 5096; 29 CFR § 1910.95 |
| Heat Stress | Heat Stress | Implement actions to prevent heat-related illnesses pursuant to “District Guidelines for Preventing Heat Stress.” | BUL-963 |

INJURY AND ILLNESS PREVENTION

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|----------------------------------|--------------------------------------|---|---|
| Household Appliances | Household Appliances | Remove household appliances (e.g., toaster/oven, microwave oven, refrigerator, coffee machine, heater) or other unauthorized electrical appliances from classrooms pursuant to Bulletin C-26. | Bulletin C-26 |
| Medication Storage | Medication Storage | Ensure medication cabinet is secured at all times. | |
| Respiratory Protection | Program – Respiratory | Maintain a written Respiratory Protection Program dealing with the use of respiratory protective equipment by employees or students and provide annual training. | 8 CCR § 5144 ; 29 CFR § 1910.134 |
| | Respirators | Provide respiratory protective equipment when engineering/operational controls are not feasible for limiting an identified exposure to airborne contaminants. | 8 CCR § 5144 |
| | Medical Screening/Fit Testing | Ensure current medical screening and respirator fit testing for workers using respiratory protection. | 8 CCR § 5144 |
| Restrict Access – General | Restrict Access – General | Restrict access by students and staff until OEHS has authorized occupancy. | |
| Sports Medical Clearance | Sports Medical Clearance | Ensure appropriate medical clearance for students prior to participating in interscholastic athletics. | Bulletin Z-9 |
| Smog Alerts | Smog Alerts | Ensure staff and students are notified of “Smog Alerts” and other air pollution episodes pursuant to Reference Guide 886. | REF-886 |

LEAD MANAGEMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|-------------------------------------|---|---------------------------------|
| Drinking Fountains | Flushing | Flush drinking fountains, kitchen faucets and other water fixtures used to dispense drinking water each morning for a minimum period of 30 seconds to minimize potential exposure to lead and other water pollutants. | REF-3930 |
| | Shut-Off | Remove water fixture from service until repairs have been made and OEHS confirms lead levels are within acceptable limits established by the U.S. Environmental Protection Agency (EPA). | REF-3930 |
| Lead Work Compliance | Lead Work Compliance | Ensure compliance with required lead work practices, engineering controls, and personal protective equipment for all lead-related construction activities and releases. | 8 CCR §1532.1 |
| Peeling Paint or Debris | Repair /Clean-up | Repair areas of peeling or otherwise deteriorated paint surfaces and clean up paint debris. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | |
| | Restrict Access – Lead Paint | Restrict access by students and staff to areas where visible paint debris is present. | |
| | Restrict Access – Lead K-3 | Restrict access by students in kindergarten through third grade to areas where peeling paint or paint debris is directly accessible. | |
| Other Source of Lead Contamination | Restrict Access – Lead | Restrict access to rooms or other areas with potential lead contamination. | |
| Lead Training | Training – Lead | Ensure that all workers disturbing lead painted or assumed lead painted surfaces have proper training and certifications. | 8 CCR §1532.1 ; |

MISCELLANEOUS

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--------------------------------|--------------------------------|---|--------------------------|
| Animal Care | Authorization | Obtain authorization from site administrator prior to bringing animals onto campus. | BUL-797 |
| | Humane Treatment | House and care for all caged animals in a humane and safe manner. | BUL-797 |
| LAUSD Required Postings | LAUSD Required Postings | Ensure LAUSD Regulatory Notices Posters are displayed in a conspicuous area and accessible to employees. Contact the Office of Risk Management and Insurance Services at (213) 241-3079 for assistance. | BUL-1504 |
| No Corrective Action | No Corrective Action | No corrective actions are required as a result of this inspection. | |
| Smoking | Smoking | Prohibit smoking on District sites pursuant to BUL-3630. | BUL-3630 |

OFF-SITE RISKS

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|---|--|--|
| Abandoned Vehicle | Abandoned Vehicle | Off-site survey identified an abandoned vehicle that may pose a significant risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| Air Emission Source | Air Emission Source | An industrial air emission source has been identified in proximity to the school which may pose a significant health or safety risk to school occupants. Report all air pollution complaints to OEHS at (213) 241-3199 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664. Maintain log of air pollution complaints pursuant to OEHS Safety Alert No. 03-02. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | OEHS Safety Alert No. 03-02 |
| Airport or Other Major Transportation Corridor | Airport or Other Major Transportation Corridor | Off-site survey identified an airport or other major transportation corridor that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| “High Risk” Facility | “High Risk” Facility | Off-site survey identified one or more industrial facilities that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | Board Resolution on “High Risk Facilities” |
| Multi-Story Building | Multi-Story Building | Off-site survey identified one or more multi-story buildings adjacent to your site. Ensure emergency supplies, assembly area and evacuation routes are located a safe distance (1.5 times the height of the building) from multi-story buildings whenever feasible. | |
| Off Site Noise | Off Site Noise | Off-site survey identified potential noise sources that may interrupt the learning environment. OEHS will notify appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| Pipeline | Pipeline | Off-site survey identified one or more high pressure or petroleum pipelines that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |

OFF-SITE RISKS

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--------------------------|--------------------------|---|-------------------------|
| Power Line | Power Line | Off-site survey identified one or more high power transmission lines that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| Railway Line | Railway Line | Off-site survey identified a railway line that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| Sidewalk/Curb | Sidewalk/Curb | Off-site survey identified deteriorated sidewalk/curb in public walkway that may pose a trip and fall hazard to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| Traffic Hazard | Traffic Hazard | Off-site survey identified traffic conditions that may pose a significant risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| Trash/Debris | Trash/Debris | Off-site survey identified trash/debris or other material including dead animals that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk. | |
| Unlawful Activity | Unlawful Activity | Off-site survey identified unlawful activity adjacent to school (drug or liquor sales, gang activity, street vending, loitering, etc.) OEHS will notify appropriate authority. | BUL-577 |

PEST MANAGEMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|-----------------------------------|---------------------------------|--|--|
| Integrated Pest Management | Program – IPM | Maintain a copy of the District's Integrated Pest Management (IPM) program in the main office. Contact Pest Management at (213) 745-1435 to obtain a copy. | CEC § 17608-17613 |
| | Approved Pesticides List | Post a current copy of the District's Approved Pesticide Products List in the main office. | CEC § 17612 |
| | Awareness – IPM | Ensure all staff is familiar with the Integrated Pest Management (IPM) Policy and Program. | CEC § 17610 |
| | Notification – IPM | Provide annual written notification to parents and staff of pesticide products expected to be used during the school year. The notification should offer to staff and parents a procedure by which they may receive 72-hour advance notification of pesticide use, and should include a copy of the District's Approved Pesticide Products List. | CEC § 17612 |
| | Pesticide Application | Ensure pesticides used on campus are on the District's Approved Pesticide Products List and are applied only by a District Pest Management Technician. | CEC § 17612 |
| | Recordkeeping – IPM | Maintain records for the past four years of pesticides used at the site. | LAUSD Integrated Pest Management Program; CEC 17611 |
| | Warning Signs – IPM | Ensure warning signs are posted at least 24 hours prior to pesticide application and remain posted for 72 hours after application. | CEC § 17612 |
| Insects | Standing Water | Remove all sources of stagnant or standing water on campus to prevent mosquito breeding. | OEHS Safety Alert No. 04-07 |
| Bird Nesting | Bird Nesting | Mitigate bird nesting problem. Place trouble call to District Pest Management at (213) 745-1435. | LAUSD Integrated Pest Management Program |
| Dead Bird | Dead Bird | Handle dead bird on campus in accordance with Safety Alert No. 04-07 "West Nile Virus Precautions." For assistance, contact OEHS at (213) 241-3199 | OEHS Safety Alert No. 04-07 |

PEST MANAGEMENT

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---------------------|---------------------|---|---|
| Fly Control | Fly Control | Provide air curtains, fly fans and/or self-closing screen doors for all cafeteria doors opening to the outside. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600. | CHSC § 114259; FDA Food Establishment Plan Review Guide |
| Food Storage | Food Storage | Ensure food is stored in sealed, vermin-proof containers. | |
| Insects | Insects | Mitigate insect infestation (e.g., ants, cockroaches, termites). Place trouble call to District Pest Management at (213) 745-1435. | LAUSD Integrated Pest Management Program |
| Rodents | Rodents | Mitigate rodent infestation. Place trouble call to District Pest Management at (213) 745-1435. | LAUSD Integrated Pest Management Program |

PREVENTION PROGRAMS (SAFE SCHOOL PLAN, VOLUME 1)

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|------------------------------------|---------------------------------------|--|--|
| Safe School Plan – Volume 1 | Plan – SSP, V1 | Develop and annually update Safe School Plan. Refer to Reference Guide 1242 and the Safe School Plan, Volume 1 - Prevention Programs page at www.lausd-oehs.org . | Safe School Plan, Volume 1 - Prevention Programs; REF-1242 |
| Attendance Plan | Attendance Plan | Establish attendance plan in compliance with District policy. | BUL-1292 |
| Crisis Intervention | Team – Crisis Intervention | Ensure the school has established a Crisis Intervention Team and the site administrator has identified team members. | Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1 |
| | Handbook | Maintain a copy of the most recent Crisis Intervention Handbook, so that it is available to the site administrator and members of the Crisis Intervention Team. | Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1 |
| | Intervention Notebook | Maintain an intervention notebook to document the specifics of each critical incident and Crisis Intervention Team actions taken in response. | Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1 |
| | Training – Crisis Intervention | Ensure school Crisis Intervention Team meets regularly for training and review of the crisis intervention plan. Training documentation should include name of trainer, trainer affiliation, location of training and date of training. | Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1 |
| Discipline Code | Discipline Code | Ensure the school discipline code is distributed annually to all students, parents and employees. | Safe School Plan, Volume 1 – Prevention Programs; Collective Bargaining Agreement, UTLA & LAUSD, Article XXIV and Article XXVIII; BUL-3638 |

PREVENTION PROGRAMS (SAFE SCHOOL PLAN, VOLUME 1)

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|---|----------------------|--|---|
| Human Relations Leadership Team (HRLT) | Team – HRLT | Establish a Human Relations Leadership Team (HRLT) and assign a coordinator. | School Plan, Volume 1 - Prevention Program |
| | Calendar | Ensure the Human Relations Leadership Team (HRLT) maintains a calendar of events to implement strategies for the Multicultural and Human Relations Education Program (MHREP). | School Plan, Volume 1 - Prevention Programs |
| | MHREP Summary | Ensure the Human Relations Leadership Team (HRLT) submits a year-end summary of the Multicultural and Human Relations Education Program (MHREP) to the site administrator and school governance council. | Office of Intergroup Relations, <i>Educating for Diversity: A Framework for Multicultural and Human Relations Education</i> , School Assessment Checklist, pages 76-79, 4-92. |

TRAFFIC AND PEDESTRIAN SAFETY

| Type | Subtype | Corrective Action for Identified Deficiency | Reference |
|--|------------------------------|--|--|
| Pedestrian Routes | Pedestrian Routes | Ensure “Safe Pedestrian Routes” to school have been designated, distributed to parents and posted in the main office. Copies may be found at www.lausd-oehs.org (see Safe Routes to Schools). | REF-1242 ; Safe School Plan, Volume 1 – Prevention Programs ; REF-1404.4 |
| Safety Evaluation | Safety Evaluation | Contact OEHS Traffic Safety at (213) 241-3199 to request evaluation of traffic safety issues, signage, and training, or for assistance with safe routes to school. | |
| Student Drop-off and Pick-up Points | Enforcement | Request assistance from School Police and/or local law enforcement for traffic and parking enforcement as necessary to ensure student safety during drop-off and pick-up times. | Safe School Plan, Volume 1 – Prevention Programs |
| | Designated/Supervised | Ensure student drop-off and pick-up points are designated and supervised as required by Safe School Plan, Volume 1 – Prevention Programs. | Safe School Plan, Volume 1 – Prevention Programs |
| Training and Education | Traffic Safety | Provide students, parents and employees with traffic and pedestrian safety brochures, bicycle and bus safety rules, information on pedestrian routes to and from school, student drop-off/pick-up procedures, child safety seats, and seat belt/car safety information. For assistance, contact OEHS at (213) 241-3199 or www.lausd-oehs.org . | REF-1242 ; REF-1404.4 |
| Vehicles on Campus | Vehicles on Campus | Ensure all vehicles driving on campus (except in designated parking areas) are escorted. | LAUSD Specifications |

INDEX

| | |
|---|-----|
| 'No Smoking' Sign – Gas Cylinders..... | 7 |
| Abandoned Vehicle | 33 |
| Access – Elevated Work Surface | 19 |
| Access and Egress..... | 19 |
| Accident Reduction Strategies | 27 |
| Adequate Facilities – Elementary (post-1994) – Restrooms | 16 |
| Adequate Facilities – Elementary (pre-1994) | 16 |
| Adequate Facilities – Female Employees – Restrooms | 17 |
| Adequate Facilities – Secondary (post-1994) – Restrooms..... | 17 |
| Adequate Facilities – Secondary (pre-1994) –Restrooms | 17 |
| Adequate Facilities – Kindergarten – Restrooms..... | 16 |
| Adequate Facilities – Male Employees – Restrooms | 17 |
| Adequate Ventilation | 23 |
| Air Emission Source | 33 |
| Air Quality..... | 15 |
| Airport or Other Major Transportation Corridor..... | 33 |
| Aisles – Hazardous Waste | 8 |
| Ambient Noise Sources – Injury and Illness Prevention Program | 27 |
| Animal Care..... | 32 |
| Approved Pesticides List | 35 |
| Asbestos Management | 2–3 |
| Asbestos Management – 3-Year Survey | 2 |
| Asbestos Management – 6-Month Surveillance..... | 2 |
| Asbestos Management – Awareness Training | 3 |
| Asbestos Management – Non-Qualified Personnel..... | 2 |
| Asbestos Management – Restricted Access | 2 |
| Asbestos Management Plan | 2 |
| Asbestos Management Plan – Availability | 2 |
| Asbestos Management Plan – Current | 2 |
| Asbestos Work Compliance..... | 2 |
| ASHRAE Compliant | 24 |
| Asphalt..... | 13 |
| Attendance Plan | 37 |
| Attendance Plan – Prevention Programs..... | 37 |
| Authorization – Animal Care..... | 32 |
| Automatic External Defibrillators (AEDs)..... | 23 |
| Awareness - IPM | 35 |
| Barricades – Construction..... | 10 |
| Best Management Practices – General..... | 15 |
| Best Management Practices –Posting | 15 |
| Bird Nesting..... | 35 |
| Blocked Vents – Indoor Air Quality | 24 |
| Bloodborne Pathogens | 27 |
| Brakes | 14 |
| Broken Windows | 13 |
| Safe School Inspection Guidebook Revised 04/15/2011 | |

| | |
|--|-----|
| Calendar – Human Relations Leadership..... | 38 |
| Campus Security | 4 |
| Carpeting..... | 13 |
| Carts..... | 14 |
| Ceiling Tile | 13 |
| Characterization – Hazardous Waste | 8 |
| Chemical Handling & Storage - General Requirements | 5 |
| Chemical Hygiene..... | 5 |
| Chemical Inventory..... | 8 |
| Chemical Safety | 5–9 |
| Classroom Noise | 24 |
| Clean Work Areas – Construction | 10 |
| Cleanup Kit – Bloodborne Pathogens | 27 |
| Clearance – Electrical Equipment..... | 14 |
| Clearance – Fire Equipment..... | 20 |
| Clearance – Fire Sprinklers..... | 20 |
| Clearance – Heater..... | 20 |
| Communicating Emergencies | 4 |
| Competent Person – Construction..... | 10 |
| Complaint Log – Indoor Air Quality | 23 |
| Complaint Procedures – Hearing Conservation | 29 |
| Condition of Equipment and Facilities..... | 13 |
| Construction – Coordination with School..... | 10 |
| Construction Noise | 24 |
| Construction Safety..... | 10 |
| Container Condition – Hazardous Waste | 9 |
| Crisis Intervention..... | 37 |
| Curtains..... | 20 |
| Damaged Cords – Extension Cords and Cables | 29 |
| Dead Bird..... | 35 |
| Death/Serious Injury Report | 26 |
| Decontamination – Bloodborne Pathogens | 28 |
| Designated/Supervised – Traffic and Pedestrian Safety..... | 39 |
| Discipline Code..... | 37 |
| Drills | 12 |
| Drinking Fountains – Lead Management..... | 31 |
| Drinking Fountains – Shut-Off | 31 |
| DSA 6 Form..... | 10 |
| Dumpsters – Kitchen Waste Management | 15 |
| Dust Control – Construction | 10 |
| Electrical Equipment Storage..... | 14 |
| Electrical Panels..... | 15 |
| Elevated Work Surface | 19 |
| Emergency Exit Grills..... | 19 |
| Emergency Procedures (Safe School Plan, Volume 2) | 12 |

| | |
|--|-------|
| Emergency Supplies and Equipment | 12 |
| Emergency Supplies and Equipment – Maintenance | 12 |
| Emergency Vehicle Access..... | 21 |
| Equipment Guarding..... | 28 |
| Equipment Storage..... | 10 |
| Exhaust Ventilation – Indoor Air Quality | 23 |
| Exit Distances | 21 |
| Exit Pathways | 19 |
| Exposure Control Plan – Bloodborne Pathogens | 27 |
| Exposure Evaluation – Bloodborne Pathogens | 28 |
| Extension Cords and Cable Storage..... | 15 |
| Extension Cords and Cables | 29 |
| Eyewash..... | 8 |
| Face/Eye and Hand Protection..... | 29 |
| Facilities and Equipment Maintenance | 13–18 |
| Fans | 28 |
| Fats, Oils & Grease..... | 15 |
| Fences and Gates | 13 |
| Fire Alarm – Obstruction..... | 21 |
| Fire Alarms | 21 |
| Fire Doors..... | 21 |
| Fire Extinguishers – Hydrostatic Testing..... | 21 |
| Fire Extinguishers – Inspection | 21 |
| Fire Extinguishers –General | 21 |
| Fire Prevention | 20 |
| Fire Watch | 21 |
| Fire/Life Safety..... | 19–22 |
| First Aid/CPR – Construction..... | 10 |
| Fixture Operation – Restrooms..... | 17 |
| Flammable and Combustible Materials | 6 |
| Flammable Storage Room – Location..... | 6 |
| Floor Buffing..... | 2 |
| Floor Plan | 8 |
| Fly Control..... | 36 |
| Food Disposal | 15 |
| Food Storage..... | 36 |
| Food Storage – Chemical Handling & Storage..... | 6 |
| Forklift Training | 29 |
| Gas Cylinders | 7 |
| Gender Designation –Restrooms | 17 |
| Ground Fault Interrupter | 15 |
| Ground Striping | 13 |
| Grounding & Bonding – Flammable and Combustible Materials..... | 6 |
| Guarding – Walkways | 22 |
| Guarding – Electrical Equipment..... | 15 |
| Guarding – Equipment..... | 28 |

| | |
|--|--------|
| Guardrails | 20 |
| Handbook – Crisis Intervention | 37 |
| Hazard Communication | 5 |
| Hazardous Waste – Container Condition | 9 |
| Hazardous Waste – Disposal..... | 9 |
| Hazardous Waste – Inspection | 9 |
| Hazardous Waste - Labels..... | 9 |
| Hazardous Waste Management..... | 8 |
| Hearing Conservation | 29 |
| Heat Stress | 29 |
| High Risk Facility..... | 33 |
| Hot Water..... | 15 |
| Household Appliances | 30 |
| Human Relations Leadership Team..... | 38 |
| Humane Treatment – Animal Care | 32 |
| HVAC Maintenance – Indoor Air Quality | 23 |
| Hydrostatic Test – Gas Cylinders | 7 |
| ID Badges – Construction..... | 10 |
| Illness and Injury Prevention | 26 |
| In-Wall Tables & Benches..... | 14 |
| Incident/Accident Investigation Report | 26 |
| Incompatible Storage – Chemical Handling & Storage | 6 |
| Incompatible Storage – Gas Cylinders..... | 7 |
| Index | 38–43 |
| Indoor Air Quality | 23 |
| Indoor Environment..... | 23–25 |
| Indoor Lighting | 24 |
| Industrial Noise..... | 25 |
| Injury and Illness Prevention | 26–30 |
| Injury and Illness Prevention Program – Inspections..... | 26 |
| Insects | 35, 36 |
| Integrated Pest Management..... | 35 |
| Intervention Notebook – Crisis Intervention..... | 37 |
| Inventory – Hazardous Waste | 5 |
| Key Activation..... | 14 |
| Kitchen Waste Management..... | 15 |
| Lab Waste – Hazardous Waste | 9 |
| Labeling – Flammable and Combustible Materials..... | 6 |
| Labels – Laboratory Safety | 8 |
| Labels – Bloodborne Pathogens..... | 28 |
| Labels – Hazardous Waste | 5, 9 |
| Ladder Condition | 20 |
| Ladders – Metal | 20 |
| Landscaping..... | 13 |
| LAUSD Required Postings | 32 |
| Lead – Restrict Access..... | 31 |

| | |
|--|-------|
| Lead Contamination – Other Source..... | 31 |
| Lead Management | 31 |
| Lead Training | 31 |
| Lead Work Compliance..... | 31 |
| Lifts | 14 |
| Lighting – Indoor Environment | 24 |
| Lighting – Outdoor | 4 |
| Load Capacity..... | 20 |
| Lock Cabinets – Laboratory Safety | 8 |
| Locked Campus | 4 |
| Maintenance of Asbestos Containing Material (ACM)..... | 2 |
| Material Safety Data Sheet (MSDS)..... | 5 |
| Max. Quantities – City of LA – Flammables and Combustibles..... | 7 |
| Max. Quantities – LA County – Flammables and Combustibles | 7 |
| Max. Quantities – Stored Outside Bunkers – Flammables and Combustibles . | 7 |
| Medical Referral – Indoor Air Quality..... | 23 |
| Medical Screening/Fit Testing – Respiratory Protection | 30 |
| Medication Storage..... | 30 |
| MHREP Summary | 38 |
| Miscellaneous | 32 |
| Mold | 23 |
| Multi-Story Building | 33 |
| No Corrective Actions | 32 |
| Noise – Off Site | 33 |
| Noise– Indoor Environment..... | 24 |
| Non-Slip Walkways..... | 22 |
| Notification – IPM..... | 35 |
| Obstructions – Access and Egress | 19 |
| Occupancy Limit | 22 |
| Occupant Diary – Indoor Air Quality | 24 |
| Odors | 24 |
| Off-Site Risks | 33–34 |
| OSHA | 15 |
| OSHA Log 300..... | 26 |
| OSHA Log 300A Summary –Posting..... | 26 |
| OSHA Poster | 26 |
| Other Noise Source..... | 25 |
| Outdoor Lighting | 4 |
| Outlet Covers..... | 14 |
| Overhead Storage..... | 12 |
| Panic Hardware..... | 19 |
| Paper Decorations | 21 |
| Parking..... | 4 |
| Pedestrian Routes..... | 39 |
| Peeling Paint or Debris | 31 |
| Permits..... | 15 |

| | |
|--|--------|
| Personal Protective Equipment – Bloodborne Pathogens | 28 |
| Pest Management..... | 35–36 |
| Pesticide Application | 35 |
| Pipeline | 33 |
| Plan – Chemical Hygiene..... | 5 |
| Playground & Sport Equipment Specifications..... | 16 |
| Playground and Sport Equipment | 15 |
| Playground and Sport Equipment – Discontinue Use | 15 |
| Playground and Sport Equipment – Inspections Initial..... | 15 |
| Playground and Sport Equipment – Inspections Routine | 16 |
| Posting –Visitation Policy..... | 4 |
| Postings – Construction | 10 |
| Power Line..... | 34 |
| Powered Equipment | 16 |
| Powered Equipment – Prohibited Use | 16 |
| Prevention Programs (Safe School Plan, Volume 1)..... | 37 |
| Program – Hazard Communication..... | 5 |
| Program – Hearing Conservation..... | 29 |
| Program – Illness and Injury Prevention..... | 26 |
| Program – IPM..... | 35 |
| Program – Respiratory Protection | 30 |
| Railway Line..... | 34 |
| Recordkeeping – Bloodborne Pathogens | 28 |
| Recordkeeping – IPM | 35 |
| Recycling..... | 18 |
| Repair – Peeling Paint or Debris..... | 31 |
| Respirators – Respiratory Protection | 30 |
| Respiratory Protection | 30 |
| Responsible Individual – Injury and Illness Prevention Program | 26 |
| Restraints – Chemical Handling & Storage | 6 |
| Restrict Access – General | 30 |
| Restrict Access – Lead K-3..... | 31 |
| Restrict Access – Lead Paint..... | 31 |
| Restricted Areas..... | 4 |
| Restrooms | 16, 17 |
| Restrooms – Available for Use | 17 |
| Rodents | 36 |
| Roof and Gutters..... | 14 |
| Safe School Plan – Volume 1 | 37 |
| Safe School Plan – Volume 2 | 12 |
| Safe Work Practices – Injury and Illness Prevention Program..... | 26 |
| Safety Committee | 27 |
| Safety Containers – Flammable and Combustible Materials | 6 |
| Safety Evaluation – Traffic and Pedestrian Safety..... | 39 |
| Salvage Items..... | 18 |
| Sandbox | 16 |

| | |
|---|----|
| Scaffolding..... | 20 |
| Securing Equipment..... | 18 |
| Seismic Bracing..... | 12 |
| Seismic Bracing – Furniture | 12 |
| Seismic Bracing – HVAC/Water Heaters | 12 |
| Service Log – Restrooms | 17 |
| Sewers..... | 18 |
| Sharps – Disposal – Bloodborne Pathogens..... | 28 |
| Sharps – Use – Bloodborne Pathogens | 28 |
| Shoring and Sloping | 10 |
| Sidewalk/Curb | 34 |
| Signs – “No Exit” – Access and Egress | 19 |
| Signs – Obstructed - Access and Egress | 19 |
| Signs – Elevator..... | 19 |
| Signs – General – Access and Egress | 19 |
| Smog Alerts | 30 |
| Smoking..... | 32 |
| Spill Kit | 6 |
| Sports Medical Clearance | 30 |
| Standing Water | 35 |
| Storage – Construction..... | 10 |
| Storage – Gas Cylinders | 7 |
| Storage – Housekeeping | 13 |
| Storage – Method – Laboratory Safety | 8 |
| Storage – Powered Equipment..... | 16 |
| Storage – Temperature – Laboratory Safety | 8 |
| Storage – Volatiles – Laboratory Safety | 8 |
| Storage Cabinets – Flammable and Combustible Materials..... | 6 |
| Storage Container | 12 |
| Storage Room – Flammable and Combustible Materials..... | 6 |
| Storage Supplies and Equipment – Hazardous Waste..... | 9 |
| Storm Drain | 18 |
| Storm Water Pollution Prevention | 10 |
| Student Access – Chemical Handling & Storage..... | 5 |
| Student Drop-off and Pick-up Points | 39 |
| Summary Page – Injury and Illness Prevention Program..... | 27 |
| Supervision – Campus Security | 4 |
| Supplies – Restrooms..... | 17 |
| Tailgate Meetings - Construction..... | 11 |
| Team – Human Relations Leadership..... | 38 |
| Testing – Fire Alarm..... | 21 |
| Toe Boards..... | 20 |
| Tools for Schools..... | 24 |
| Traffic and Pedestrian Safety..... | 39 |
| Traffic and Pedestrian Safety – Training | 39 |
| Traffic Hazard – Off-Site Risk | 34 |

| | |
|--|----|
| Training – Best Management Practices..... | 15 |
| Training – Asbestos Management..... | 3 |
| Training – Bloodborne Pathogens..... | 28 |
| Training – Chemical Hygiene | 5 |
| Training – Crisis Intervention | 37 |
| Training – Emergency Procedures | 12 |
| Training – Fire Extinguisher..... | 21 |
| Training – Forklift | 29 |
| Training – Hazard Communication..... | 5 |
| Training - Injury and Illness Prevention Program – Training | 27 |
| Training – Lead Paint..... | 31 |
| Training – Playground and Sport Equipment – Specifications - | 16 |
| Training – Powered Equipment | 16 |
| Training and Education –Traffic and Pedestrian Safety..... | 39 |
| Training Workers – Asbestos Management | 3 |
| Transportation Noise..... | 24 |
| Trash/Debris | 34 |
| Trenches – Construction | 10 |
| Trip Hazards | 22 |
| Trouble Calls | 18 |
| UL Approved – Extension Cords and Cables | 29 |
| Unauthorized Chemicals..... | 5 |
| Unauthorized Work - Construction..... | 11 |
| Unlawful Activity | 34 |
| Use – Near Water – Extension Cords and Cables | 29 |
| Use – On Metal – Extension Cords and Cables | 29 |
| Use – Extension Cords and Cables | 29 |
| Use – In Series – Extension Cords and Cables | 29 |
| Use – Through Openings – Extension Cords and Cables..... | 29 |
| Vandalism Reporting | 4 |
| Vehicle Idling – Indoor Air Quality..... | 24 |
| Vehicles on Campus | 39 |
| Ventilation – Flammable and Combustible Materials..... | 7 |
| Ventilation – Restrooms | 17 |
| Visitation Policy | 4 |
| Visitor’s Pass | 4 |
| Walkways | 22 |
| Warning Labels – Asbestos Management Plan..... | 3 |
| Warning Signs – Asbestos Management Plan..... | 3 |
| Warning Signs – IPM..... | 35 |
| Waste – Construction..... | 11 |
| Waste Receptacles | 21 |
| Wastewater Management..... | 18 |
| Water Damage | 24 |
| Weeds | 14 |
| Wheel Chocks..... | 14 |

Workers' Compensation – Elevated Claims Rate27
Workers' Compensation – Fraud27
Workers' Compensation – Repeaters.....27
Workers' Compensation – Stay-at-Work Program27